

Notification of Change in Installment Loan Payment Plan

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you of a change in your installment loan payment plan effective [Effective Date].

Your current payment amount of [Current Payment Amount] will be changed to [New Payment Amount]. This adjustment is due to [Reason for Change]. As a result, your new payment schedule will be as follows:

- **New Payment Amount:** [New Payment Amount]
- **Due Date:** [New Due Date]
- **Loan Term:** [New Loan Term if applicable]

We believe that this new plan will better suit your financial situation. Please feel free to reach out to our office at [Contact Information] if you have any questions or concerns regarding this change.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]